

CITY OF RIVERSIDE

Building & Safety Division

Phone: (951) 826-5697

FAX: (951) 826-5622



❖ REROOF INSPECTION AND CERTIFICATION PROGRAM ❖

MINIMUM ELIGIBILITY REQUIREMENTS:

In order to participate in this program, the applicant must meet the following minimum criteria:

1. Must be a California Licensed C-39 Roofing Contractor
2. Must receive a passing score on the Deputy Reroof Inspector Exam
3. Must be registered as a Deputy Reroof Inspector with the City of Riverside

ABOUT THE EXAM:

The exam is comprised of 15 multiple choice questions. The applicant will have 30 minutes to complete the exam. A passing score is 80% or higher. All answers to the questions in the exam can be found in the attached Building Code excerpts and this document, which describes the Reroof Inspection and Certification Program. After you have properly studied the materials, make an appointment to pay the application fee and take the exam.

LIMITATIONS:

The Contractor Certification Program will be limited to reroof projects that meet all of the following criteria:

1. Structure to be a single family dwelling or structure accessory to the dwelling.
2. New overlay roofing to be asphalt shingle (a.k.a. composition shingles).
3. Existing roofing material to be asphalt shingle with a maximum of one existing layer of asphalt shingles for a combined total of two layers of roofing material (one existing and one new).
4. Minimum roof slope 2:12
5. Existing sheathing to be solid sheathing, no existing spaced sheathing allowed.
6. Resheathing due to deterioration of existing sheathing is limited to a maximum of 25% of the total roof area.
7. No structural modifications of the roof framing or structure are permitted.
8. Home owner has given written permission to participate in the Program.

FEES:

There are two fees that apply to this program. The first is the Deputy Reroof Inspector application fee. This fee is non-refundable and is intended to cover the cost of reviewing the applicant's qualifications and knowledge of the reroofing provisions of the applicable codes and regulations. The Deputy Reroof Inspector registration will be valid for one year from the date of issuance. Annual renewal applicants will be required to re-test and pay the appropriate application fee.

The second component of the fee is the reroof permit fee. The reroof permit fee for projects that qualify for this program will include the permit issuance fee and the imaging fee for the permit related documents, including the certification form. No plan review or inspection related fees will be applicable. Permits issued under this program will expire 180 days after issuance. See the attached Fee Comparison Chart for more information.

FORMS:

The Contractor will be required to present a home owner signed Reroof Inspection and Certification Form to the Building and Safety Division at time of permit issuance. (See Exhibit 1)

Within 14 days after completion of the reroof project or prior to 180 day expiration of the permit, whichever is first, the Deputy Reroof Inspector/Contractor will complete the Contractor Certification portion of the form and deliver it to the City of Riverside's Building and Safety Division (either by mail, FAX, or in person). City staff will review the form to assure that all applicable information has been provided and that the necessary standards have been verified by the Deputy Reroof Inspector/Contractor. Upon verification that all paperwork is in order, the City staff will finalize the permit and file/laser fiche all related paperwork.

In the event that problems, complaints or discrepancies are discovered in the information provided in the Certification Form, a final approval by the City of Riverside may be withheld or rescinded until such time that the discrepancies or complaints are resolved.

JOB CARD:

The permit copy/Job card is to be retained on the job site as a record for the property owner. Upon completion of the verification/inspection procedure, the Deputy Reroof Inspector/Contractor shall document that the final inspection has been performed and approved by providing written statement to be placed in the NOTES section at the bottom of the job card. The written statement shall include the date, the City issued Special Inspector identification number, and the status and type of inspection. (See Exhibit 2)

REVOCATION OF DEPUTY REROOF INSPECTOR LICENSE:

The Building Official shall have the right to revoke a Deputy Reroof Inspector License under the following circumstances:

1. If evidence suggests that the individual is failing to identify and correct violations of the applicable codes, ordinances, manufacturers' installation standards, laws governing contractors, or rules of this program.
2. If the character of the individual becomes so impeached or in question that the public trust in the program suffers.
3. If the individual fails to personally verify compliance with the provisions of this program.
4. If the individual is providing falsified documents to the City.
5. If the individual provides confidential examination information to another individual.
6. If the Building Official finds cause of any reason that threatens the credibility or success of the program.

FOR ADDITIONAL INFORMATION OR STUDY MATERIALS CONTACT THE BUILDING & SAFETY DIVISION

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FEE COMPARISON CHART

(New Asphalt Shingle over Existing Asphalt Shingle - Single Family Dwellings Only)

Roof Area	Traditional Permit Fee	*Contractor Certification Program Permit Fee	Savings
0 - 500	\$45.50	\$31.00	\$14.50
501 - 1,000	\$56.50	\$31.00	\$25.50
1,001 - 2,000	\$67.50	\$31.00	\$64.50
2,001 - 3,000	\$78.50	\$31.00	\$47.50
3,001 - 4,000	\$88.40	\$31.00	\$57.40
4,001 - 5,000	\$98.30	\$31.00	\$67.30
5,001 - 6,000	\$108.20	\$31.00	\$77.20
6,001 - 7,000	\$118.10	\$31.00	\$87.10
7,001 - 8,000	\$137.90	\$31.00	\$106.90
8,001 - 9,000	\$147.80	\$31.00	\$116.80
9,001 - 10,000**	\$157.70	\$31.00	\$126.70

* Qualifying Contractors must obtain a Deputy Reroof Inspector License (annual fee of \$57.00).

** Larger roofs not shown in this table.

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❖ REROOF INSPECTION AND CERTIFICATION FORM ❖

ATTENTION HOME OWNER:

This program allows the contractor to self-inspect the reroof work performed under their State Contractor's License. Be advised that this is a voluntary program and you have no obligation to participate. As an alternate, you may choose to have your contractor go through the traditional inspection process whereby a City of Riverside Building Inspector will visit the job site upon completion of the reroof work to perform the inspection. Permit fees for the City Building Inspector option will be higher than the permit fees for the contractor certification/inspection option.

By my signature, I acknowledge that I have read and understand the above information and agree to allow the Contractor to inspect and verify compliance with all of the applicable reroofing regulations under this program and hereby agree to indemnify, defend and hold harmless the City, and all of its officials and employees from any and all losses, damages, claims, liability, expenses or costs arising from any incident, occurrence, claim or dispute from voluntary participation in this program.

Reroof

Project Address

Signature of Home Owner

Print Name

Date

CONTRACTOR CERTIFICATION DECLARATION

1. The reroofed structure is a single family dwelling or structure accessory to the dwelling.
2. The new overlay roofing was asphalt shingle (a.k.a. composition shingle).
3. The existing roofing material was asphalt shingle with a maximum of one existing layer of asphalt shingles for a combined total of two layers of roofing material (one existing and one new).
4. The roof slope was not less than 2:12.
5. The existing sheathing was solid sheathing, no existing spaced sheathing allowed.
6. Any necessary re-sheathing, due to deterioration of existing sheathing, was limited to a maximum of 25% of the total roof area.
7. No structural modifications of the roof framing or roof structure were involved.
8. All nailing or attachment requirements of the applicable codes, as well as the manufacturer's installation instructions, have been met.
9. All flashing requirements of the applicable code have been met.

By my signature, I certify that I have personally observed and verified compliance with all of the above criteria for this reroof project and that I have complied with all codes, ordinances, installation standards and laws applicable thereto.

Signature of Contractor/Deputy Reroof Inspector

Special Inspector ID#

Date